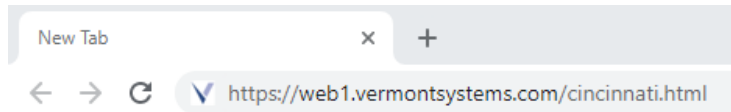# Cincinnati Recreation Commission

Accessing RecTrac Online for Summer Day Camp Enrollment

CRC uses a product called RecTrac to manage programs, memberships, and more. To access RecTrac from the internet, follow the steps below.
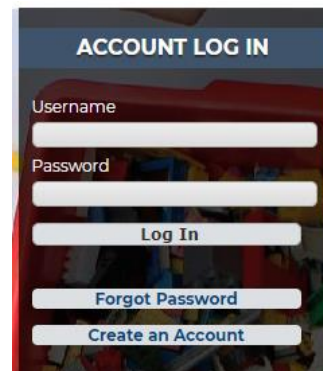
1. In your browser, enter the following web address and hit ENTER:
   https://web1.vermontsystems.com/cincinnati.html

2. In the middle of the screen, you will need to login to our system in order to register for summer camp.

   a. If you've logged in before, simply login!
   b. If you are a new user, you can create an account at this time.
   c. If you have received information from us about logging into RecTrac, please locate that email and use the information to log in.
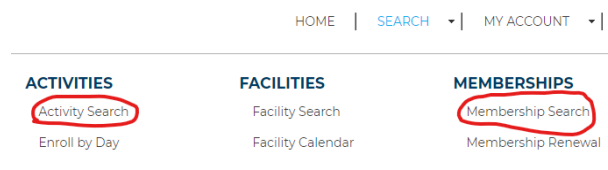

3. Once you are successfully logged in, you should see that as a confirmation.
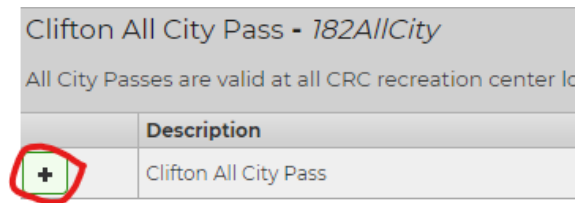
   In the future, you can change your password and update your account from this area.
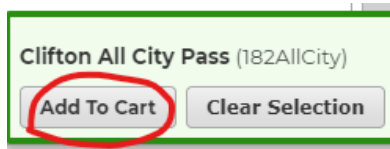

4. Let's register for Camp!

5. Does your child have a current membership with us? If not, let's take care of that step first:
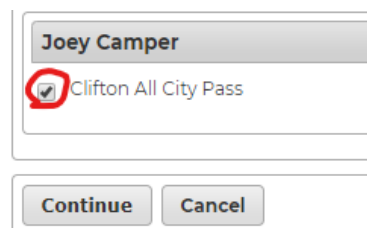   a. At the top of your browser, hit the Search button, and then click on Membership Search:

b. Scroll through the list of memberships and select the All City membership that matches the center your child will attend. Select by clicking on the "+" icon:
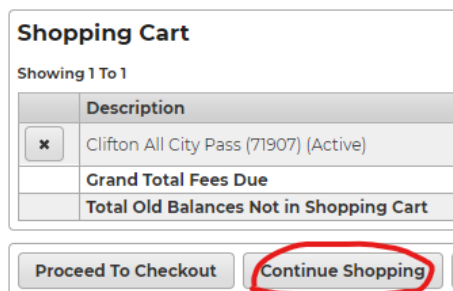
Clifton All City Pass - *182AllCity*

All City Passes are valid at all CRC recreation center lo

	Description
+	Clifton All City Pass

c. At the bottom of your browser, click "Add to Cart" to confirm:

Clifton All City Pass (182AllCity)

[Add To Cart]   [Clear Selection]

d. Now, you'll select the family member you wish to purchase a membership for. It is required for the participating child to have a current membership. Place a check in the box next to your child's name, and hit Continue:
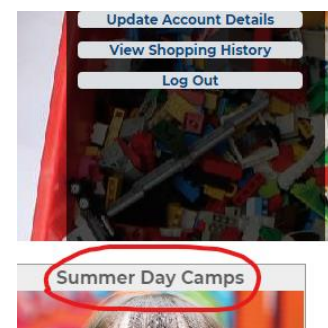
Joey Camper

☑ Clifton All City Pass

[Continue]   [Cancel]

e. Hit Continue Shopping in order to add Summer Day Camp to your Shopping Cart:

Shopping Cart

Showing 1 To 1

	Description
✕	Clifton All City Pass (71907) (Active)
	Grand Total Fees Due
	Total Old Balances Not in Shopping Cart

[Proceed To Checkout]   [Continue Shopping]

6. Adding Summer Camp to your cart:
    a. After hitting Continue Shopping, you will be taken back to the Home screen. From here, you will see a series of buttons beneath the banner and login information.
    b. Click on the Summer Day Camps button.
    c. You will be presented with all the Summer Day Camp offerings from CRC.

Update Account Details

View Shopping History

Log Out

Summer Day Camps

Location

All Locations
Bond Hill Pool
Bond Hill Rec Center
Bush Rec Center
Clifton Rec Center
College Hill Rec Center
Corryville Rec Center
Dunham Rec Center

Age

All Ages
3 Months
6 Months
9 Months
1
2
3

d. To filter the results by location, use the location filter at the top of the screen and select your center.

▼ Additional Search Criteria

Search   Reset

e. Once complete, click on Search.

f. Now your selection should be easily available. Click on the green "+" to select the camp.

Search Results

Showing 1 To 1

Clifton Summer Day Camp - *318220106*

Cincinnati Recreation Commission's CAMP CRC Summer Day Camps are offered at many CRC recreation center friendly environment all summer long. Themed activities include trips and outings, arts and crafts, swim lesson

Two registration options for Camp CRC exist:
Core Camp: care from 9am-4pm, Monday through Friday ($1430/child)
Extended Care Camp: provides care 7am-9am and 4pm-6pm, Monday through Friday(add'l $220/child)

Camp CRC operates 11 weeks: June 1, 2020 - August 14, 2020 (no camp on July 3)
Part-time enrollment is not available at this time.

*To enroll, a minimum of $200/child is due at registration.

Locations	Description	Dates	Times
+ Clifton Rec Center	Summer Day Camp	06/01/2020 -08/14/2020*	9:00 am - 4:00 pm

g. At the bottom of the screen, confirm your selection by clicking Add to Cart.

Summer Day Camp (318220106-01)

Add To Cart   Clear Selection

h. On the next screen, place a check next to the names of the kids you wish to enroll in the camp. Then, hit Continue.

Joey Camper

☑ Summer Day Camp (318220106-01)

i. On the next page, you will need to answer a series of questions for each child that you would like to enroll.

Questions

What grade is your child currently in? *   --- Not Selected ---

What level swimmer is the participant? *   --- Not Selected ---

What size participant t-shirt? *   --- Not Selected ---

j. Beneath the Questions, you'll need to tell us if you need the Extended Care Program. The Extended Care offers care from 7am-6pm, as the Core Camp only covers 9am-4pm.

k. Put a check in the box if you need this option, then hit Continue.

Please Select

Add	Description
☑	Extended Care Fee 7am-6pm

Continue   Cancel

l. You can now confirm that all the items in your Shopping Cart are correct. You will not be responsible to pay the entire total at checkout. Only $200/camper (plus any membership fees) is due to complete enrollment.If you wish to pay more at this time, you can manually adjust the amount, as long as it over the minimum due.

The Following Information is Required to Complete Your Transaction

Amount To Be Paid Today: *

$ 202.00

Using This Payment Method: *

Visa/MC

m. Once complete, click Continue at the bottom to enter the payment screen.

Click 'Continue' to initiate the payment authorization process and

Continue | Back To Shopping Cart | Make A Donation

Cincinnati Recreation Commission™

Please complete this form within 25 minutes or risk charging your card without items remaining in cart

🔒 CRC Payment Page

Invoice Number
2020021200000022172

Customer #

n. Once at the payment screen, enter your credit card information and confirm your billing address. Click the green Submit Payment button at the bottom.

o. After hitting the Submit button, you will see a confirmation screen. That screen should automatically take you back and give you an option to continue shopping or log out.

p. This screen will also show you the email that we sent your receipt to. If you wish to send the receipt to a different email, you can enter a new email and hit send.

Your Online transaction is complete. Please select an option below to c

View Confirmation Receipt (in .PDF format)

All receipts are in .PDF format and require Adobe Reader. Your browser must allow

Click here to download free Adobe Reader software from Adobe.com.

Email confirmation sent to: *   email@email.com

Submit

Your Confirmation Receipt was sent to the above email. If you would like to send it

Continue Shopping | Logout

q. Congratulations, you have enrolled in Camp!!